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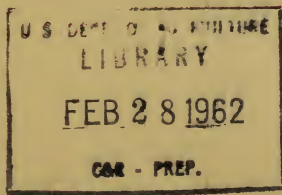


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X ORGANIZATION & STAFF,  
Office of

Plant  
&

Operations



2 U. S. Department of Agriculture

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NOVEMBER 1961

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BOOK NUMBER **A249.2**  
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## FOREWORD

This booklet has been published to furnish ready information about the Office of Plant and Operations and its functional responsibilities. The names of the officials who direct the various activities of the Office, together with their room locations and telephone numbers, are shown herein. We hope that the booklet will be useful to the personnel of the Department.

  
Director of Plant and Operations



## OFFICE OF THE DIRECTOR

The Director of the Office of Plant and Operations exercises general staff management direction of (1) the housing of the Department's activities, including technical services on design and approval of related construction projects; the leasing of commercial space and matters concerned with the management of real property; and (2) supply functions, including all phases of acquisition, utilization, distribution, transportation, and disposition of administrative or operating supplies, equipment, and materials. In addition, the Director is responsible for providing administrative services for the Office of the Secretary and certain centralized departmental services in the District of Columbia.

Director	Room 110-W, Adm. Bldg.
Francis R. Mangham	Ext. 3937

Assistant Director -	Room 110-W,
Administrative Operations	Adm. Bldg.
Samuel L. Gardiner	Ext. 3937

Assistant Director- Procurement and	
Property Management	Room 110-W, Adm. Bldg.
Tony M. Baldauf	Ext. 3937

Assistant Director-	Room 110-W,
Real Estate Management	Adm. Bldg.
Mackey W. White	Ext. 3937

## ADMINISTRATIVE OPERATIONS

### Administrative Services Division

Provides services for the Office of the Secretary, including the Staff Offices of Administrative Management, Budget and Finance, Hearing Examiners, Personnel, and Plant and Operations.

Chief	Room 134-W, Adm. Bldg.
Hugh W. Berger	Ext. 6153

### Budget Section

Develops and coordinates budget estimates and justifications in collaboration with the heads of the staff offices comprising the Office of the Secretary. Controls funds appropriated and allocated to that Office. Processes travel authorizations and other documents involving the obligation of funds. Prepares reports and statements necessary for appropriation hearings before the Bureau of the Budget and the Congress.

Chief	Room 139-W, Adm. Bldg.
Morris Kaufman	Ext. 5647

### Personnel Section

Provides personnel management services including employment, classification, training, utilization, health, safety, investigations, performance ratings, employee relations and counseling for the over-all Office of the Secretary.

Chief	Room 134-W, Adm. Bldg.
John B. Steninger	Ext. 4061



## ADMINISTRATIVE OPERATIONS

### Property, Space Management and Travel Section

Provides property and space management services for the over-all Office of the Secretary. Prepares travel itineraries, secures reservations and tickets for the Secretary and Staff Officers.

Chief	Room 100-W, Adm. Bldg.
Gerald N. Rosenberger	Ext. 3330

### Secretary's Records Section

Manages the records and associated mail services for the Office of the Secretary. Processes and distributes Administrative Regulations, Secretary's Memoranda, and other Department administrative issuances. Acts as custodian of the official seal of the Department.

Chief	Room 128-W, Adm. Bldg.
James H. Austin	Ext. 3337

### Service Operations Division

This Division provides to agencies of the Department centralized departmental services including post office, reproduction, supply, telephone, and telegraph services. It also provides technical consultant services on tele-communication matters and certain fields of reproduction.

Chief	Room 1540, South Bldg.
Fred A. Hoyland	Ext. 6867
Assistant Chief	Room 1540, South Bldg.
Kenneth J. Williams	Ext. 6867
Communications Specialist	Room 1540, South Bldg.
George E. Webster	Ext. 6867

## ADMINISTRATIVE OPERATIONS

### Central Supply Section

Operates the Department's central warehouse and retail storeroom for furnishing printed forms, stationery, scientific, laboratory, photographic, and janitorial supplies.

Chief	Room C3SB, South Bldg.
Martin E. Matthews	Ext. 6807

### Post Office Section

Receives and distributes to agency mail rooms all incoming mail for the Department in the District of Columbia. Dispatches all outgoing mail except mailings from the central reproduction plant. It also operates the pneumatic tube system.

Chief	Room 0409, South Bldg.
John A. Williams	Ext. 6367

### Reproduction Section

Furnishes reproduction services, including offset printing, offset plate making, stencil reproduction, copy preparation, photocopying, bindery and related services. Addressing and mailing services are also provided. Address plates are embossed and the central address plate files are maintained by the Section.

Chief	Room 0556, South Bldg.
William L. Robey	Ext. 3341

## ADMINISTRATIVE OPERATIONS

## Technical Section

Provides advice to the agencies of the Department on matters relating to the technical aspects of reproduction and related work. Studies processes employed in the central printing plant with a view of improving quality, increasing output, and reducing costs.

Chief Room 1556, South Bldg.  
James L. Judd Ext. 3686

## Telegraph Section

Provides central departmental telegraph service in the District of Columbia.

Chief Room 5405, South Bldg.  
Mrs. Sarah E. Elliott Ext. 3222

## Telephone Section

Provides central departmental telephone service in the District of Columbia.

Chief Room 5412, South Bldg.  
Mrs. Mary A. Barton Ext. 3388

## Work Planning and Control Section

Schedules and maintains work-flow control of requisitions for reproduction, communication and related services. Maintains perpetual inventory of central supply stocks and tele-communication equipment. Issues price lists and stock catalogs. Compiles information for department and commercial telephone directory listings. Provides procurement service for the over-all Office of the Secretary and for other agencies as required. Maintains cost records for billing and control purposes, and prepares and certifies reimbursement vouchers to agencies, for central services performed by the Service Operations Division.

Chief Charles W. Moore Room 1548, South Bldg.  
Ext. 4321

## PROCUREMENT AND PROPERTY MANAGEMENT

### Procurement and Property Management Division

This Division is responsible for the development and implementation of policies and plans for an effective supply management program for the Department. This includes the functions of purchasing, transportation, contracting, storage, utilization, standards, specifications, inspection and disposition of personal property, and construction, research, and other service contracts, and programs related thereto such as the Small Business "set-aside" program, non-discrimination program, Labor Standards, etc.

Chief  
Ralph G. McIntyre

Room 103-W, Adm. Bldg.  
Ext. 4071

### Procurement Management Section

Programs, policies, regulations, standards and forms are developed by the Section for the efficient conduct of procurement management activities of the Department. The Section coordinates agency purchasing and contracting activities and awards contracts in amounts and/or for special items not delegated to the agencies. It also directs the Small Business "set-aside" purchasing program and the Equal Employment Opportunity program as it relates to Government Contracts of the Department. Federal Standards and Specifications projects are coordinated by the Section.

Chief  
V. Samuel Gunther

Room 103-W, Adm. Bldg.  
Ext. 4071

## PROCUREMENT AND PROPERTY MANAGEMENT

### Property Management Section

The responsibility for developing programs, policies, regulations, standards and forms for the effective operation of personal property management activities of the Department is vested in this Section. This Section conducts programs for the full utilization of property and coordinates efforts of Area Equipment Committees on disposition of excess property. Here, also, is placed the responsibility for the motor vehicle operation and maintenance programs of the Department.

Chief Room 106-W, Adm. Bldg.  
William J. Gross Ext. 4581

### Supply Distribution Management Section

Develops programs, policies, regulations, standards and forms for the efficient conduct of the storage, transportation and supply distribution activities of the Department. Conducts surveys of agency activities and analyzes logistics for distribution of supplies and printed forms to using programs of the Department.

Acting Chief Room 103-W, Adm. Bldg.  
Ralph G. McIntyre Ext. 4071

## REAL ESTATE MANAGEMENT

### Real Estate Division

In this Division is vested the responsibility for developing policies and plans for an effective real estate management program for the Department. The Staff of the Division also provides leadership, develops standards, formulates methods and devises procedures to effectuate such a program throughout the Department.

Chief Room 117-W, Adm. Bldg.  
Clarence A. Salisbury Ext. 5225

## REAL ESTATE MANAGEMENT

### Acquisition and Disposal Section

Develops and recommends programs, policies, regulations, standards and forms for the efficient operation and conduct of real property acquisition and disposal activities for the Department. Administers program for the acquisition of land and buildings from other Government agencies. Transfers property within the Department or arranges for the disposition of properties no longer needed by the Department.

Acting Chief  
Clarence A. Salisbury

Room 117-W, Adm. Bldg.  
Ext. 5225

### Engineering and Utilization Section

Develops and recommends programs, policies, regulations, standards and forms for the efficient operation and conduct of space utilization and building management activities and construction throughout the Department. Coordinates the building construction program of the Department. Develops or supervises development of Architectural plans and specifications for new and remodeled structures to house Department activities.

Chief  
Roy E. Steagall

Room 117-W, Adm. Bldg.  
Ext. 5225

